

Job Posting
Newburyport Retirement System

Job Title: Assistant to the Executive Director

Salary: \$65,000 to \$75,000 Depending on experience

Summary:

This position works under the Executive Director's guidance to assist and; provide service and information to retirees, members, Board members and the general public. It requires excellent mathematical, written, and communication skills. The Assistant to the Executive Director should possess strong organizational skills to work independently to complete required tasks on time. Knowledge of and experience with M.G.L. Chapter 32, P.E.R.A.C. rules and regulations. Experience with Pension Technology Group retirement software is also required.

Essential Responsibilities:

- Process the office staff payroll, monthly retiree payroll, 1099s and w-2s through the Pension Technology Group retirement software program
- Meet with new and existing employees to process enrollment, research service history for potential buyback.
- Create and maintain members' retirement files, Board records and documents as well as and control the retention of such records in accordance with the Massachusetts Municipal Records Retention laws
- Maintain and verify data entry information and changes in the retirement system's P.T.G. data base for new members and enter general status updates for members on an as needed basis
- Import and reconcile retirement payroll deductions in the Pension Technology Group retirement software program
- Attend monthly Retirement Board meetings, prepare and distribute board members' informational packets, agendas, public meeting notices, and minutes of Board meetings
- Prepare correspondence and assist in mailings to retirees, active members, Public Employee Retirement Administration Commission (PERAC), board members, other retirement boards and others as directed including 3(8)c liabilities
- Prepare various annual reports for auditors and PERAC
- Prepare and participate in educational presentations for employees and retirees
- Assist in running Board elections including posting notices, member correspondence, and election process
- Assist in the scheduling, travel arrangements, registering, processing of reimbursements for education and training
- Maintain up to date information on the Retirement Board website
- Create and distribute new Retirement Board newsletter
- Perform related duties as required

Qualifications for this position:

- A minimum of 2 years of experience within the Massachusetts Contributory retirement system
- Experience with M.G.L. Chapter 32 and P.E.R.A.C. rules and regulations
- Pension Technology Group Software knowledge
- Experience with Microsoft Office, specifically Word and Excel
- Previous executive support experience preferred

Retirement office hours:

Monday –Thursday 7:30 am to 4:30 am

Friday 7:30 am to 10:30 am

Interested candidates should send their cover letter and resume via electronic submission only to Executive Director, Laurie Burton at:

LaurieBurton@NewburyportRetirement.org

All applications must be submitted by 4:00 pm on March 29, 2021

Newburyport Retirement System is an Equal Employment Opportunity employer and does not discriminate against applicants or employees on the basis of race, color, religion, creed, marital status, sexual orientation, national origin or ancestry, ethnicity, service of veteran's status or any other characteristic protected by law.

A background and/or a reference check may be performed